



DUTY STATEMENT

DATE APPOINTED TO CLASS		DATE OF LAST POSITION REVIEW	
DIVISION Field Services		POSITION NUMBER (Agency - Unit - Class - Serial) 421-025-5157-800	
BUREAU/UNIT Management Counseling and Projects Bureau		CLASS TITLE Staff Services Analyst (General)	CBID R01
INCUMBENT		WORKING TITLE MCPB Analyst	
BRIEFLY (1 or 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under the supervision of the Bureau Chief, the Staff Services Analyst (SSA) is responsible for support and coordination of various Management Counseling and Project Bureau (MCPB) programs/projects, including but not limited to: grant programs, studies, courses, seminars, guidelines, and workshops. The incumbent will also coordinate with lead personnel to support or advance various analytical work in support of the bureau.			
% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. <i>(Use additional sheet if necessary)</i>		
	ESSENTIAL FUNCTIONS		
25%	Assists with the coordination of event planning and booking for conferences, courses and/or workshops; assists with data collection, assist LEC's with contracts and contact preparation, analysis, and document preparation for various MCPB projects; and attends POST sponsored trainings, meetings and conferences as needed; assists the Bureau Chief as necessary on various bureau projects.		
25%	Collaborates with MCPB consultants to review, update and/or establish POST guidelines (for courses, safety, student interaction) via data collection, document review, travel/meeting coordination, workshop facilitation, critical note taking, processing travel claims/Letter of Agreement (LOA), and other facilitation as needed.		
20%	Provides assistance by conducting in-depth reviews, edits, and technical analysis of Management Studies; evaluates and assists in preparation of Feasibility Studies for submission to the Peace Officer Standards and Training (POST) Commission and California Legislature; coordinates the collection, review, and analysis of data for management studies and/or projects; assists with follow-up and interpretation of quality control surveys after conclusion of the management studies.		
15%	Provides analytical support to MCPB consultants on Management and Feasibility Studies; including but not limited to; work with the consultants to extract agency information from data-gathering documents, provide document review and analysis of key agency stakeholder responses to surveys/prompts while searching for themes or areas where improvement can be made, survey preparation/ interpretation as needed.		
10%	Acts as secondary backup to provide coordination and administrative oversight of POST Team Building Workshops and Executive Workshops; manages scheduling and reimbursement documents/files for these programs as necessary.		

5%	NON-ESSENTIAL FUNCTIONS The incumbent will perform other related duties as required to fulfill the POST mission, goals and objectives as needed.

WORK ENVIRONMENT OR PHYSICAL ABILITIES REQUIRED OF THE JOB *(if applicable):*

WORK ENVIRONMENT

Office setting – Requires prolonged sitting, standing, walking, use of the telephone, use of a personal computer, and frequent contacts with individuals within POST and from law enforcement agencies. Requires mobility to various areas of the work site. Incumbent must work well under pressure, meeting multiple and sometimes conflicting deadlines. The incumbent shall demonstrate cooperative behavior with co-workers and supervisors. Hours of work generally cover business hours of 8:00 a.m. to 5:00 p.m. This position is located in West Sacramento.

Some travel may be required (e.g., travel to off-site Bureau conferences, meetings, or training and provide assistance to POST staff as necessary).

PHYSICAL ABILITIES

Must possess and maintain sufficient strength, agility, endurance, and sensory ability to perform the duties contained in this duty statement with or without reasonable accommodation. May require light carrying/lifting of office supplies such as paper, binders, manuals, etc.

Traveling may require medium to heavy lifting (i.e., laptop, luggage, etc.).

To be reviewed and signed by the supervisor and employee:		
SUPERVISOR'S STATEMENT: <i>I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE</i>		
SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
EMPLOYEE'S STATEMENT:		
<ul style="list-style-type: none"> <i>I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR</i> <i>I HAVE RECEIVED A COPY OF THE DUTY STATEMENT</i> <i>I AM ABLE TO PERFORM THE ESSENTIAL FUNCTIONS LISTED WITH OR WITHOUT REASONABLE ACCOMMODATION</i> <i>I UNDERSTAND THAT I MAY BE ASKED TO PERFORM OTHER DUTIES AS ASSIGNED WITHIN MY CURRENT CLASSIFICATION, INCLUDING WORK IN OTHER FUNCTIONAL AREAS AS BUSINESS NEEDS REQUIRE</i> 		
EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
HUMAN RESOURCES ANALYST'S NAME (Print)	HUMAN RESOURCES ANALYST'S SIGNATURE	DATE



DUTY STATEMENT

DATE APPOINTED TO CLASS		DATE OF LAST POSITION REVIEW	
DIVISION Field Services		POSITION NUMBER (Agency - Unit - Class - Serial) 421-025-5393-800	
BUREAU/UNIT Management Counseling and Projects Bureau (MCPB)		CLASS TITLE Associate Governmental Program Analyst	CBID R01
		WORKING TITLE MCPB Analyst	
BRIEFLY (1 or 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under direction of the Bureau Chief, the Associate Governmental Program Analyst performs the more responsible, varied, and complex technical work related to MCPB projects, studies, courses, and workshops, and performs other related administrative work to support the bureau. Some travel may be necessary to attend various courses or workshops.			
% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. <i>(Use additional sheet if necessary)</i>		
	ESSENTIAL FUNCTIONS		
25%	Coordinates event planning and booking for conferences, courses and/or workshops; assists with data collection, assist LEC's with contracts and contact preparation, analysis, and document preparation for various MCPB projects; and attends POST sponsored trainings, meetings and conferences as needed; assists the Bureau Chief as necessary on various bureau projects.		
20%	Conducts in-depth reviews, edits, and technical analysis of Management Studies; evaluates and assists in preparation of Feasibility Studies for submission to the Peace Officer Standards and Training (POST) Commission and California Legislature; coordinates the collection, review, and analysis of data for management studies and/or projects; assists with follow-up and interpretation of quality control surveys after conclusion of the management studies.		
20%	Provides overview, coordination, facilitation, and review of special projects assigned to the bureau.		
20%	Collaborates with MCPB consultants and analysts to provide administrative support and facilitation at Subject Matter Expert meetings convened to revise POST guidelines, revise or create courses, or complete POST special projects or courses as needed.		
10%	Acts as secondary backup to provide coordination and administrative oversight of POST Team Building Workshops and Executive Workshops; manages scheduling and reimbursement documents/files for these programs as necessary.		
5%	NON-ESSENTIAL FUNCTIONS The incumbent will perform other related duties as required to fulfill the POST mission, goals and objectives as needed.		

WORK ENVIRONMENT OR PHYSICAL ABILITIES REQUIRED OF THE JOB (if applicable):**WORK ENVIRONMENT**

Office setting – Requires prolonged sitting, standing, walking, use of the telephone, use of a personal computer, and frequent contacts with individuals within POST and from law enforcement agencies. Requires mobility to various areas of the work site. Incumbent must work well under pressure, meeting multiple and sometimes conflicting deadlines. The incumbent shall at all times demonstrate cooperative behavior with co-workers and supervisors. Hours of work generally cover business hours of 8:00 a.m. to 5:00 p.m.

Some travel may be required (e.g., travel to off-site Bureau conferences or meetings or training and provide assistance to POST as necessary).

PHYSICAL ABILITIES

Must possess and maintain sufficient strength, agility, endurance, and sensory ability to perform the duties contained in this duty statement with or without reasonable accommodation. May require light carrying/lifting of office supplies such as paper, binders, manuals, etc.

Traveling may require medium to heavy lifting (i.e., laptop, luggage, etc.).

To be reviewed and signed by the supervisor and employee:**SUPERVISOR'S STATEMENT: *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE***

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE

EMPLOYEE'S STATEMENT:

- I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR***
- I HAVE RECEIVED A COPY OF THE DUTY STATEMENT***
- I AM ABLE TO PERFORM THE ESSENTIAL FUNCTIONS LISTED WITH OR WITHOUT REASONABLE ACCOMMODATION***
- I UNDERSTAND THAT I MAY BE ASKED TO PERFORM OTHER DUTIES AS ASSIGNED WITHIN MY CURRENT CLASSIFICATION, INCLUDING WORK IN OTHER FUNCTIONAL AREAS AS BUSINESS NEEDS REQUIRE***

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
HUMAN RESOURCES ANALYST'S NAME (Print)	HUMAN RESOURCES ANALYST'S SIGNATURE	DATE